Docket Report
(for Attorneys/Trustees)

This is the procedure for generating the public Docket Report, sometimes called a Docket Sheet.

STEP 1   Click on the Reports hyperlink on the CM/ECF Main Menu. **(See Figure 1.)**

Figure 1

STEP 2   The **REPORTS** screen displays with a list of reports that can be generated **(See Figure 2.)**

Figure 2

—   Click on the Docket Report hyperlink.

STEP 3   The **PACER LOGIN** screen displays **(See Figure 3)**.

Figure 3

NOTE: The Public Access to Court Electronic Records (PACER) program provides access to CM/ECF users. Logins and passwords can be issued by registration with the PACER Service Center. Current PACER logins and passwords will be accepted by the CM/ECF system. Note the information that is provided to the user on the screen above.

—   Enter your PACER assigned **Login** and **Password** (these fields are case sensitive).

—   Enter the **Client Code**. This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE: If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access PACER. If you click on the **[Reset]** button, all entries will be cleared. To change the client code within a session, go to Change Client Code under the Utilities Menu.

— Click on the **[Login]** button.

STEP 4   The **DOCKET REPORT** selection screen displays.   **(See
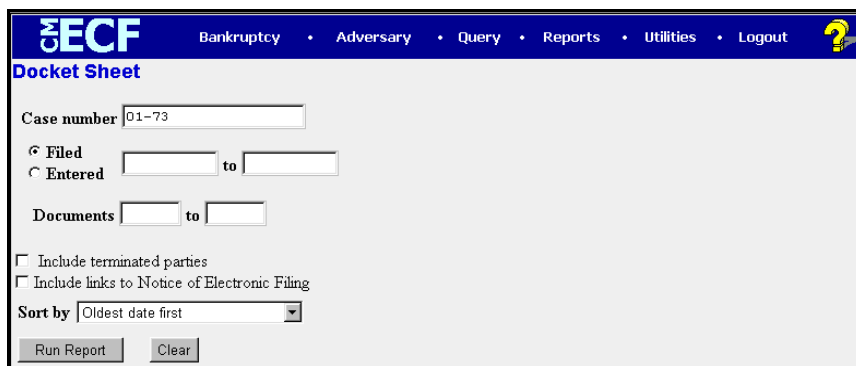Figure 4.)**

Figure 4

— The following fields are available for selecting/entering
criteria for generating the Docket Report:

• **Case Number** – The number of the last case you
accessed during the current CM/ECF session
appears automatically. Type another case
number if you want to view the docket report for a
different case. This is a required field.

• **Entered/Filed** – To limit which entries are shown
by date, select either "Entered" (when the entry
was recorded by the court in CM/ECF) or "Filed"
(when the document was filed).

Enter the start and stop date in mm/dd/yy or
mm/dd/yyyy format.

You can enter a start date with no end date, which
will include all entries from the date specified
onward, or you can enter an end date with no
start date, which will include all entries up to the
specified date. If no dates are entered, all entries
will be selected.

• **Documents** – To limit entries by document
number, enter the beginning and ending numbers.

This feature enables users to be charged only for the desired data on large cases.

- **Include terminated parties** – A check mark in this box will include any parties that have been terminated from the case. Uncheck the box to show only current parties in the case.

- **Include links to Notice of Electronic Filing** – A check mark in this box will create a link on the docket report to the Notice of Electronic Filing for each entry.

- **Sort by** – This selection allows you to sort the entries in the report by "Oldest date first" or "Most recent date first." This can also affect the number of pages and PACER charges if you are interested only in the most current activity.

— The **[Clear]** button will reset all fields to their default values.

— After entering your criteria, click on the **[Run Report]** button.

STEP 5   The **DOCKET REPORT** displays next. **(See Figure 5a.)** All reports can be printed by clicking on the browser's Print button.

Figure 5a

NOTE: Any "Case Flags" pertaining to the status of the case will be displayed at the top right corner of the report. This particular case has two flags: An objection has been filed and a hearing needs to be set by the court.

— If you click on a "blue" document number hyperlink, you will be able to view the associated PDF document for that docket entry.

— A Transaction Receipt will be displayed at the end of the report indicating the number of billable pages. **(See Figure 5b.)**

Figure 5b

— Click on the **[View Document]** button to view the associated PDF document.

— After viewing the PDF document, click on the **[Back]** icon of your internet browser's tool bar to return to the previously displayed screens.

NOTE: DO NOT exit out of your document reader by using the Close "X" button at the top right corner of your screen. This will exit you out of CM/ECF.